



Washington State Part C System Improvement Project

September 2010 Update

Improving Efficiency in Processes and Forms

In September, work continued on the Early Support for Infant and Toddlers (ESIT) program's efforts to develop templates and guidance for more efficient forms and processes. This work is in full alignment with the both the [Suggested Improvement Activities](#) and [Emerging Themes](#) documents developed out of the April stakeholder meeting.

Working with local and national input, the system improvement project combined the newly developed ESIT mission and principles, the Department of Early Learning (DEL) vision, and the federally required child and family outcomes into one integrated document. In October, these guiding concepts for ESIT will be reviewed by DEL and the State Interagency Coordinating Council (SICC – ESIT's federally mandated advisory body). Widespread dissemination of this document and accompanying materials will occur this winter.

The field test of the Individualized Family Service Plan – Process Document (IFSP-PD) continued throughout September. In addition to document reviews and test runs with families, volunteers participated in weekly conference calls. These calls both provided technical assistance for volunteers and valuable insights and feedback to ESIT to ensure the final process and document are both effective and efficient to use with families.

Work also continued on procedural safeguards materials. Templates in multiple languages are being generated for all safeguard forms that might be required for early intervention services for families. These include written prior notice, release of information, consent for evaluation, declining services and other similar forms. A webinar for service providers will be held from 9 to 11 a.m. on December 8 to review the new forms and technical assistance guide and have questions answered by national experts in Part C federal requirements.

The first monthly call of ESIT's Washington training and technical assistance cadre was well attended. As a reminder, the [July update](#) contains an initial list of trainings being planned by the cadre.

In July, Berk & Associates in Seattle, in partnership with Maureen Greer of Emerald Consulting, LLC (a nationally recognized expert on Part C financing) were selected to conduct a cost study of our Part C early intervention system. The kick-off meeting for this study with ESIT and other DEL staff was held in September. This study will not only help us map out strengths and challenges in how early intervention services are funded around the state; but will also help us explore a variety of ways to streamline and improve efficiencies in funding going forward. Smart tracking of resources is critical as we continue to face ongoing fiscal challenges.

Finally, the system improvement project introduced DEL staff to the relationship-based thinking we are aiming to embed in our early intervention system. This was accomplished via a brown-bag lunch training by Sheri L. Hill, Ph.D, on [Babies, Brains and Relationship: Considering Social-Emotional & Mental Health Needs in Early Intervention](#). This training was similar to the one provided to the SICC at the end of July.